




## Tips for Triand System Administrators

Triand System Administrators are considered district level account owners of the system and have capabilities that other users do not.

This document will provide you with additional information and tips to help Triand System Administrators.

### **Profile**

Since the Triand System Administrator is a district level role, Administrators should not have a school name in their profile in order for permissions to work properly. Even if the user works at a specific campus, the school name field should remain blank.

<b>State</b>	<input type="text" value="AR - Arkansas"/>	<input type="button" value="v"/>
	Where your district/school is located.	
<b>District</b>	<input type="text" value="VILONIA SCHOOL DISTRICT"/>	
<b>School</b>	<input type="text"/>	
<b>Job Title</b>	<input type="text" value="Triand System Administrator"/>	
<b>State-ID</b>	<input type="text"/>	
	Managed by your State Education Agency.	
	<input type="button" value="Save"/>	

The job title field is optional and can contain any information a user prefers.



## **My Friends**

Besides assigning permission, Administrators have options in the Friends area that are not available to other users. For assistance with granting users access, please see the "[Assigning Permissions](#)" help topic.

- The full email address is displayed for all users in your district (*Note: all users should be using their school email address pursuant to the Arkansas Department of Education (ADE) security policy as referenced in Commissioner's Memo RT-09-010 dated 03/27/2009*).

Be mindful that the email address is correct when you are assigning access to a user, as well as their district and school name. If it is not, you should request the user log in & update their profile information before assigning access.

**Church, Karen**  
[kchurch@mhs.nesc.k12.ar.us](mailto:kchurch@mhs.nesc.k12.ar.us)  
High School Counselor  
MARMADUKE SCHOOL DISTRICT  
[login as](#) [banish](#)

If more than one account is listed for a user, make sure you're assigning access to the correct account.

**Worley, Cathy**  
[worleyc@hgsd.scsc.k12.ar.us](mailto:worleyc@hgsd.scsc.k12.ar.us)  
Teacher  
HARMONY GROVE ELEMENTARY, HARMONY GROVE SCHOOL DISTRICT  
[login as](#) [banish](#)

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**Worley, Cathy**  
[MIKECATHY@EARTHLINK.NET](mailto:MIKECATHY@EARTHLINK.NET)  
- no job title -  
HARMONY GROVE ELEMENTARY, HARMONY GROVE SCHOOL DISTRICT  
[login as](#) [banish](#)



If a user has not authenticated their account, the email address will display in **red**. Note: Permissions will not work until a user has authenticated their account.

- A "login as" button is available under each user name if you need to log in as a user in your district. Reasons you may need to use this option are troubleshooting issues or assisting in correcting profile information.

login as banish

- The "banish" option is available to remove district and school information from a user's profile and will also render the user's email address unusable. IMPORTANT: You should only banish a user if you do not want them to be able to log into Triand with the email address listed. Examples of users you may need to banish are: someone who has retired, someone who is no longer employed at your school, or a user with multiple accounts with different emails (banish the invalid account only). Banishing a user will also remove all permissions.
- If a user changes their district and/or school name after you have granted permission to the user, you will be prompted to authorize the new location before access will be available. Note: If you do not authorize the new location, permissions will remain for what was previously in their profile.

**Gibson, Shawn**

SGIBSON@MHS.NESC.K12.AR.US

Teacher

MARMADUKE HIGH SCHOOL, MARMADUKE SCHOOL DISTRICT

Changed profile to: MARMADUKE ELEMENTARY, MARMADUKE SCHOOL DISTRICT

login as banish authorize at new location



**It is a good idea to check your Friends list on a regular basis to ensure all information is up to date.**

## **Students**

In order for changes to an inactive or graduated student changes to be reflected in Triand, the school district must mark the student as “active”, wait for the Triand update to occur (each Wednesday and Saturday evening) and then re-mark the student as “inactive” in APSCN or the Student Information System.

Triand Administrators have other features available that not all users will have. In “Students”, set the filter to “find students at my district” and you will have the ability to download a report of students or to print Smart Core letters.

*(Note: the Add your students feature is not used by Arkansas)*

Find students at my district ▼

For any grade ▼

Add your students

Download list

Smart Core Letters

- “Download list” will download an excel file of all students displayed – you can filter by grade or school name to narrow down results if you do not wish to display students in the entire district. The report contains information such as student name, local and state ID, gender, ethnicity, title 1, economic status, special ed and gifted/talented. This option is only available for Administrators.
- For more information on the Smart Core Letters option, please see the help topic on [Smart Core Reports](#).



## **Classes**

To view a list of classes for your district, go to “Classes” and set the filter to “find classes at my district”. You can filter by grade or typing in the school name to narrow down results if you do not wish to display classes in the entire district.

Find classes at my district ▼

For any subject ▼

For any grade ▼

Add your classes

Download list

Clicking on a class name in the search results will display a list of students scheduled in that class.

The download list option will download the information to excel and display the student name, ID, class name, period, class block & teacher email address.  
Note: Only Teachers & Administrators will have the download option available.